

Date Approved/ Disapproved	PD	Fire	Traffic	PW	Health



CITY OF SUGAR LAND
SPECIAL EVENTS / PARADE APPLICATION

1. Event Date: _____
2. Name of Event: _____
 Contact Person _____ Daytime Phone Number: _____
 Fax Number _____ Email Address _____
 Address Permit can be mailed to: _____
3. If the event will be conducted for or by an organization, list the name, address, and telephone number of the organization and of the authorized representatives of the organization.
 Organization Name: _____
 Address: _____
 Head of Organization: _____ Telephone: _____
 Event Chairman (if different): _____
4. Date of Event & Chairman: _____
 Address: _____
 Telephone Number: _____
5. Will food or beverages be distributed at the event? Yes (or) No
 What types of food or beverages? _____

 Who, or what organization will do it?

 Person responsible? _____
 Daytime Telephone: _____
6. The special event will assemble at the location of
 _____ at _____ : _____ (a.m./p.m.).

7. The special event will begin at _____ : _____ (a.m./p.m.) and will terminate on or before _____ : _____ (a.m./p.m.).
8. The special event will consist of approximately _____ persons, _____ animals, and _____ vehicles. Type of animals, if any _____.
Type of vehicles, if any _____
9. Will the event occupy all or a portion of the width of the streets to be traversed? (*a map or drawing will be needed*) _____.
10. Purpose of special event. _____.
11. Additional Comments/Information: _____

By signature below, I certify the above information to be true and correct. Any misrepresentation made in this application, intentional or otherwise, is valid grounds for permit denial both in the present and at all future times.

Signature _____ Date _____



CITY OF SUGAR LAND
Special Events / Parade Permit City Contacts

Heather Shaw, Development Review Coordinator

(281) 275-2774

(Your contact for submitting Special Events/Parade Permit applications, relaying information to other departments regarding submittals, and issuing permits)

Police Department - Operations Bureau

(281) 275-2510

Natasha Johnson, Admin. Secty.

Lt. Justin Joyce

Lt. David Marcaurele

Lt. Michelle Allen

Lisa Mejorado, Sr. Secty.

Lt. Mark Grothaus

Cpt. Eric Robins

(Your contact for traffic issues and hiring off-duty Police Officers)

Fire Department

Jeff Krehmeier, Battalion Chief (281) 275-2869

(Your contact for fire department review and approval of event permits)

Catina Villanueva, Fire Prevention Secretary (281) 275-2852

(contact to coordinate special permits and/or inspections)

Special permits and/or inspections (possibly fees) required for public use:

Temporary structures/tents of greater than 200 Sq. Ft.

Amusement/Carnival rides

Fireworks Display (State License required)

Capt. Mick McLemore, Public Education (281) 275-2859

(contact for fire department participation at events)

Public Works Department (281) 275-2450

Chris Cameron, Traffic Div.

(Your contact for traffic issues and renting traffic cones)

Mike Wilkinson, Sr. Contract Inspector

(Your contact to make sure there won't be any street rehab planned in the event area)

Health Inspections (281) 275-2278

David Schneider, Chief Sanitarian

(Your contact for temporary health permits, should you distribute foods or beverages that are either temperature-sensitive, or other than in a sealed manufacturer's container.)